I. Purpose

The purpose of this policy is to document and define the policies governing the procedure and requirements for becoming an Approved Caterer.

II. Definitions

A. FSP – Foundation of Shalom Park.
B. Kashrut – A set of Jewish religious dietary laws.
C. COI – Certificate of Liability Insurance.
D. Prospective Caterer – A licensed catering business.
E. Approved Caterer – A prospective catering business that has met & completed the requirements of this Policy.
F. ServSafe Certification – A Food Safety Training Program administered by the National Restaurant Association.

III. Policy for Becoming an Approved Caterer Rules & Regulations

A. The prospective caterer must provide all appropriate information regarding their business and experience to the FSP Operations Manager.
B. The caterer must attend an information/orientation session with the FSP Operations Manager, which includes a tour of the FSP Kitchens and reception halls.
C. The caterer must receive all FSP policies and procedures regarding Kashrut and kitchen usage.
D. The caterer must discuss any questions regarding Kashrut and kitchen usage with the FSP Operations Manager.
E. The caterer must complete and submit the Caterer Kashrut Quiz.
F. The caterer must submit a copy of currently valid ServSafe Certification. When the current certificate expires, new documentation must be submitted to maintain approved status.
G. The caterer must have their insurance company submit to the FSP Operations Manager (either by email or fax) a **COI** (Certificate of Liability Insurance), for a minimum of $1,000,000, with the Certificate Holder listed as follows:

Foundation of Shalom Park  
Attn: Jay Parton  
5007 Providence Road  
Email: jparton@shalomcharlotte.org  
Suite 102  
Fax: 704-944-6899  
Charlotte, NC 28226

H. FSP will request annual renewal certificates from your insurance carrier. **Should you switch insurance carriers, FSP must be notified to maintain your approved status.**

I. **Recertification is required to maintain approved status should the individual who originally attended the orientation session is no longer employed with the caterer.** Should this occur, it is the responsibility of the caterer to notify FSP of the new contact, and they will be scheduled for the next available orientation session.